

Appendix B. *Clean Cities Program Plan Components and Review Criteria*

Every Program Plan submittal is reviewed by the DOE Regional Support Office and the DOE-HQ office in Washington, D.C., to ensure that each of the required components is met at a minimum of the “Satisfactory” level. The following table outlines the components. This table is provided in a different format in Appendix C. That format is the tool used by the DOE Support Office and DOE-HQ office to review Program Plans. The table in Appendix C is provided to help the petitioning coalition conduct a self-evaluation of their Program Plan, prior to submitting the documents to DOE for review. The Program Plan must meet all of the criteria at a minimum of the “Satisfactory” level.

Program Plan Review

Component	Best	Satisfactory
1. Buy-in from Stakeholders	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Stakeholders have met several times, assisted in developing the plan, committee members identified, and stakeholders <u>operating fleets or providing fuel</u> project operating AFVs or refueling sites by the year 2002
2. Local Background	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Past AFV efforts described; area’s primary alternative fuel use discussed and explained; specific topics/interest explained (i.e., Corn Growers Association in Iowa)
3. EPACT/ CAAA	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Attainment status identified and, if applicable, how becoming a Clean City can help to gain attainment status; area EPACT fleets identified
4. Local/State Laws/ Incentives	All satisfactory criteria met and other unique, notable or outstanding activities have been completed	Current and proposed Local/State & other related laws described and goals of the coalition are related to compliance of those laws
5. Grants/ Funding	Grants/Funding received by the community for the purchase of AFVs, development of infrastructure, and efforts of the coalition are listed, described, a status of the projects are provided, and involved parties have been contacted to join the coalition. If grants/funding have not been awarded, state as such.	Grants/Funding received by the community for the purchase of AFVs or development of infrastructure are listed, described, and a status of the projects are provided. If grants/funding have not been awarded, state as such.
6a. Current AFVs and 6b. Refueling Sites	States when and how the AFV/Refueling survey was conducted, to whom it was forwarded, the response rate, and information received. States the number of AFVs and refueling sites identified and if the operator is a stakeholder within the tables below. All stakeholders operating vehicles operate AFVs and fuel related stakeholders offer alternative fuels	States when and how the AFV/Refueling survey was conducted, to whom it was forwarded, the response rate, and information received. States the number of AFVs and refueling sites identified and if the operator is a stakeholder within the tables below. 90%-50% of the stakeholders <u>operating vehicles</u> operate AFVs and 90%-50% of fuel related stakeholders offer alternative fuels

Component	Best	Satisfactory
7a. Projected AFVs and 7b. Refueling Sites	All stakeholders operating vehicles project additional AFVs and fuel related stakeholders project offering additional alternative fuels	90%-50% of the stakeholders operating vehicles project additional AFVs and 90%-50% of fuel related stakeholders project offering additional alternative fuels
8. Coalition Goals (Include as a minimum Goals A-E below)	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Program Plan includes coalition goals that answer “What” will be accomplished; are region specific; quantifiable; assist with implementation of EPACT, State, Local laws; include “Who” will accomplish the goals by assigning the goals to a committee
9a. <u>Goal A:</u> Increase Number of AFVs and 9b. Refueling Sites	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Additional AFVs and are stated as a goal, with objectives, timelines, and responsible parties Additional publicly accessible refueling sites are stated as a goal, with objectives, timelines, and responsible parties
10. <u>Goal B:</u> New Stakeholder Recruitment	Potential new stakeholders are identified, but have not been recruited yet. This is stated as goal in the Program Plan with the potential stakeholders listed, objectives, timelines, and responsible parties	New stakeholder recruitment is stated as goal in the Program Plan with objectives, timelines, and responsible parties
11. <u>Goal C:</u> Influence Local/State Legislation/Laws/Incentives	New legislation has been put in to place based, in part, on the efforts/influence of the coalition, the legislation is identified and described and additional goals to influence current and future legislation are addressed, with supporting objectives, timelines, and responsible parties	Current proposed Local/State Legislation identified; describes how coalition will influence current and future legislation to address AFV goals, include as a coalition goal with supporting objectives, timelines, and responsible parties
12. <u>Goal D:</u> Public Outreach	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Specific public outreach goals, objectives, responsible entities, and timelines identified
13. <u>Goal E:</u> Grants/Fundraising	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Specific fundraising and grant goals, objectives, responsible entities and timelines identified
14. Coalition Objectives	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Program Plan includes objectives that answer “How” the goals will be accomplished. These are quantifiable specific steps directly linked to a stakeholder or group of stakeholders
15. Timeline	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Answers “When” briefly describes what has occurred thus far and provides an approximate time when the objectives and goals will be met
16. Goals, Objectives, Timelines, Organization (responsible parties) Tie-in	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Program Plan specifically connects the goals, objectives, timelines, and responsible parties
17. Coordinator	Full-time and fully funded	Part-time, committed to achieving program goals

Component	Best	Satisfactory
18. Coalition Organization	Program Plan graphically displays the organization and answers “Who” will accomplish the goals and objectives; identifies committees and organization structure; committee members and chairs named	Committees and organization structure and goals identified; committee members named
19. Good Mix of Stakeholders	Includes local government, fleet operators & owners, fuel suppliers, educators, AFV manufacturers & converters, those with political influence, and least one stakeholder has the ability to influence fleets to incorporate AFVs	Includes local government, fleet operators & owners, fuel suppliers, educators, AFV manufacturers & converters, those with political influence
20. Fleet Identification	All area fleets identified, AFVs quantified, and fleets contacted to join coalition	Fleet identification plan established and started and core group of fleets have been recruited
21. Refueling Site Identification	All area, state, and corridor related refueling sites, operators, and accessibility identified, mapped, and contacted to join coalition	All area, state, and corridor related refueling sites, operators, and accessibility identified
22. Monitoring Program	All satisfactory criteria met and other unique, notable or outstanding activities have been completed	Identified in plan, includes: will provide accomplishments to DOE; conduct AFV user surveys; seek input from stakeholders
23. Stakeholder Lists	<p>Completed and submitted as an appendix to the Program Plan, it includes: Coordinator and Stakeholders, and for each: Name, Title, Company, Public/Private status of company, Address, Phone, Fax, Internet Address if available, Company Type, and membership in coalition committees/working groups, in alphabetical order</p> <p>Stakeholder list in alphabetical order, with a one-two sentence description of the company/entity activities and state if they are a fleet operator or fuel supplier also.</p>	<p>Completed and submitted as an appendix to the Program Plan, it includes: Coordinator and Stakeholders, and for each: Name, Title, Company, Public/Private status of company, Address, Phone, Fax, Internet Address if available, Company Type, and membership in coalition committees/working groups</p> <p>Stakeholder list with a one-two sentence description of the company/entity activities and state if they are a fleet operator or fuel supplier also</p>
24. Market Development Plan	Completed and submitted as an appendix to the Program Plan	Addressed in Program Plan as a goal with objectives to accomplish its completion, tentative completion date, and responsible parties
25. Noteworthy Strengths	Additional information or description of events related to <i>Clean Cities</i> ; unique approach to accomplishing goals; etc.	Not required